Purpose

Use this procedure to enroll a new hire with dependents into their desired benefit plans.

Prerequisites

- New Hire action has been performed
- New Hire has completed and signed all necessary enrollment forms.
- New Hire has dependents to add to enrollment plan.

Menu Path

Use the following menu path(s) to begin this transaction:

- **PA30** - Human Resources ➜ Personnel Management ➜ Administration ➜ HR Master Data ➜ PA30-Maintain
- **HRBEN0001** - Human Resources ➜ Personnel Management ➜ Benefits ➜ HRBEN0001-Enrollment
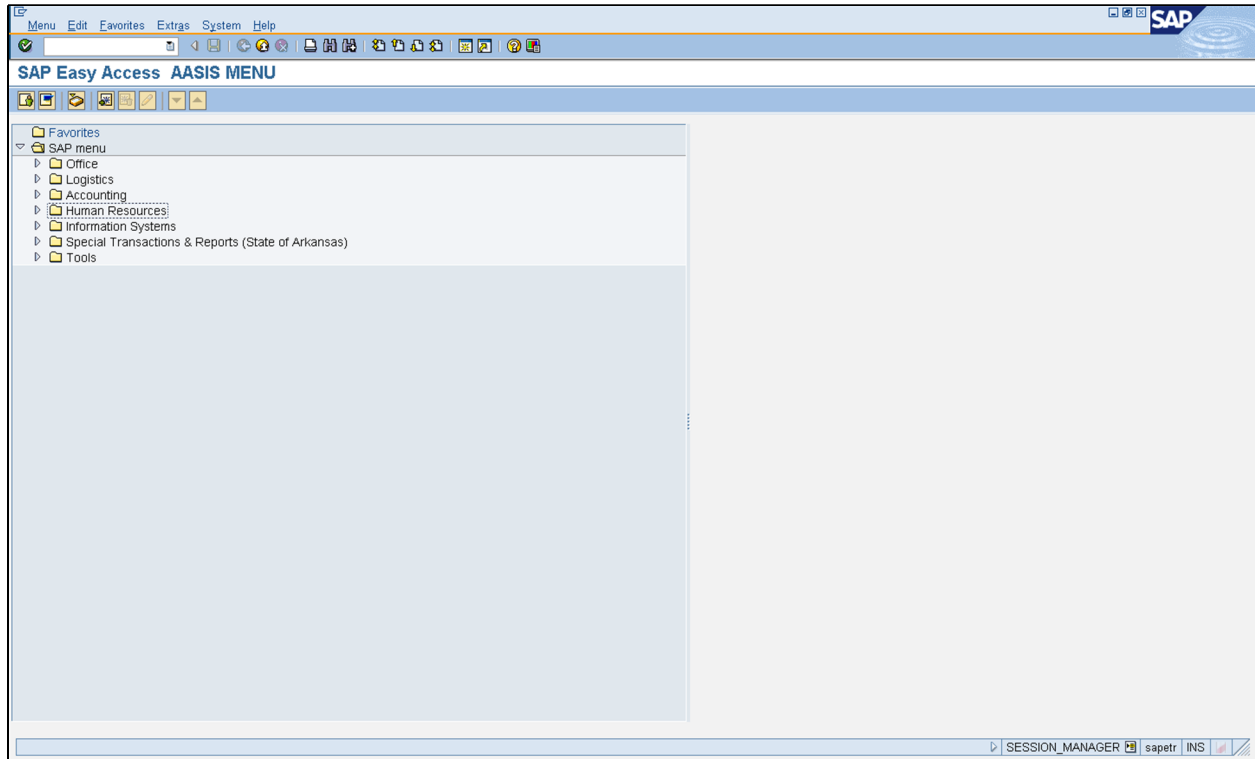
Transaction Code

PA30/HRBEN0001

Tips and Tricks

- The Adjustment Reason for New Hire Enrollment (IT0378) is automatically created after the Hire action (PA40) is processed.
- The Adjustment Reason for New Hire Enrollment (IT0378) start date will be the same as the employee's hire date.

Procedure

1. Start the transaction using the menu path or transaction code.
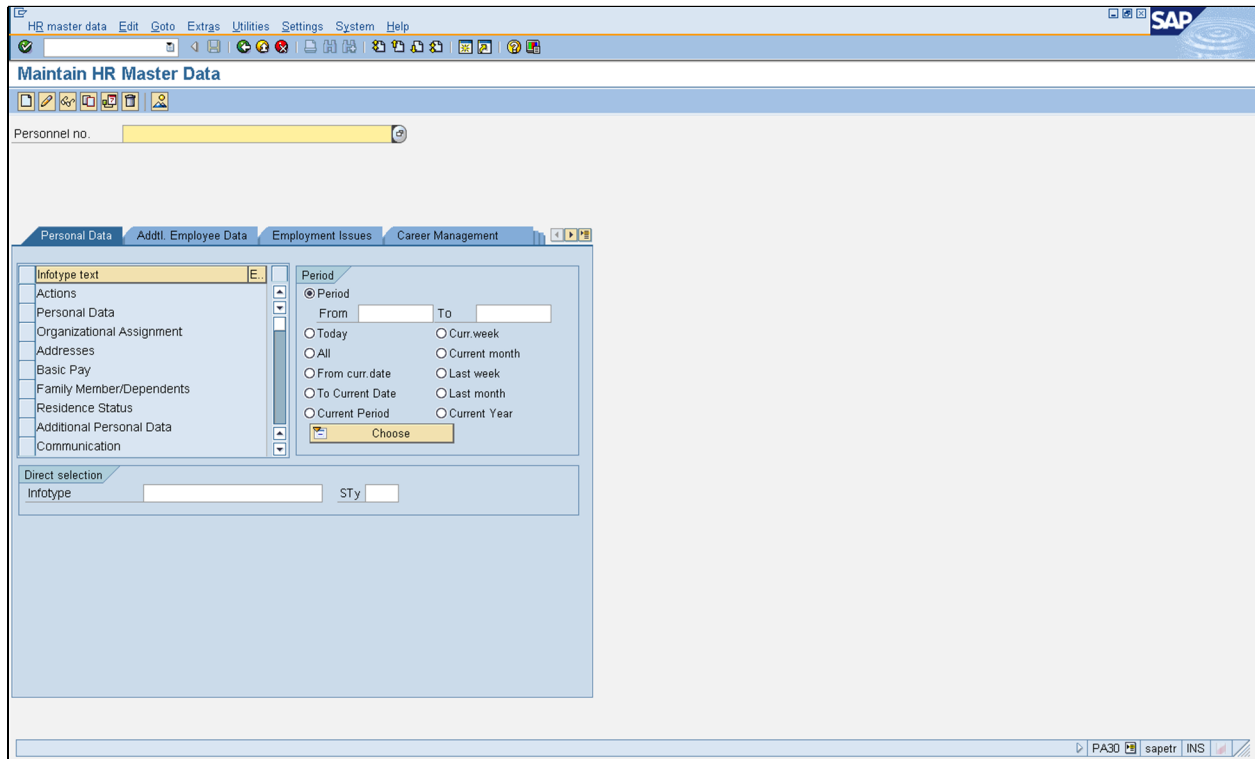
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2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter **Maintain HR Master** Data transaction **Example:** PA30

3. Click Enter ⊘.

Maintain HR Master Data

4. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter the New Hire's personnel number. **Example:** 2802

5. Click Enter ✅.

6. Select **Family Member/Dependents** ☐ .

7. Click Create 🗔 .

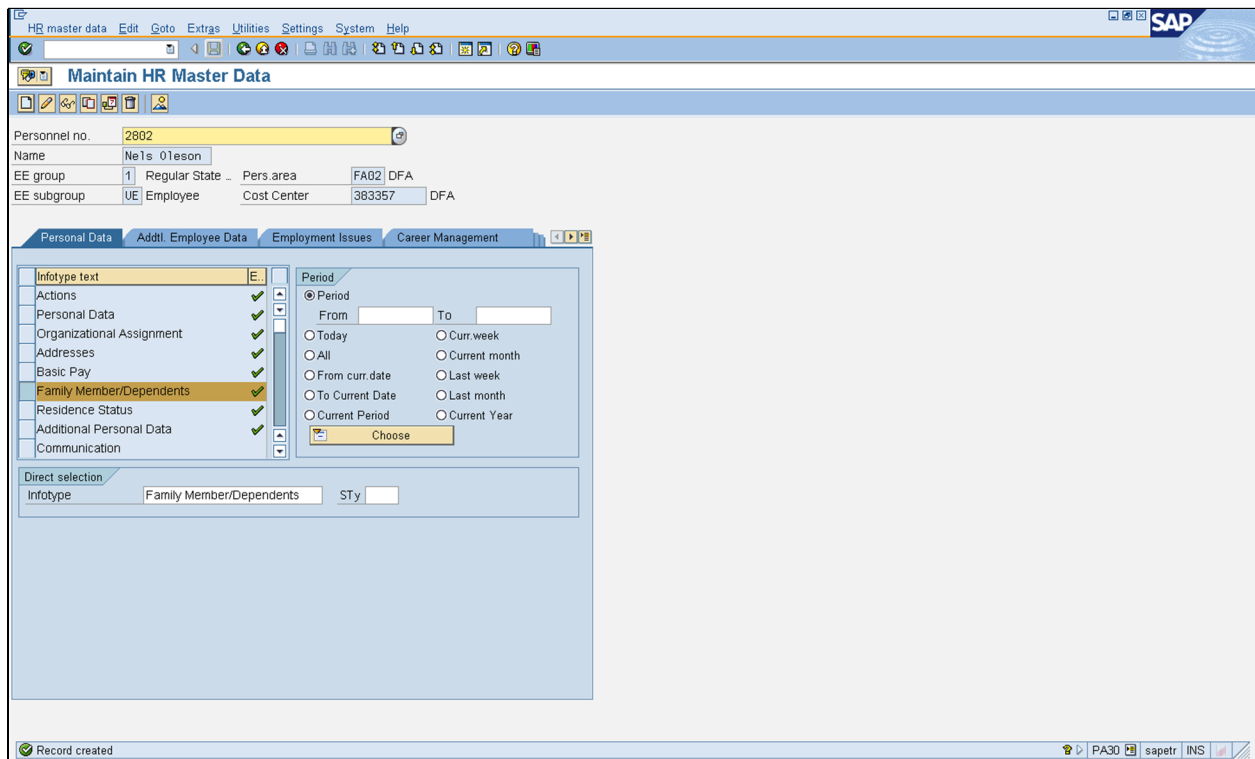**Subtypes for infotype "Family Member/Dependents" (1)   17 Entries found**
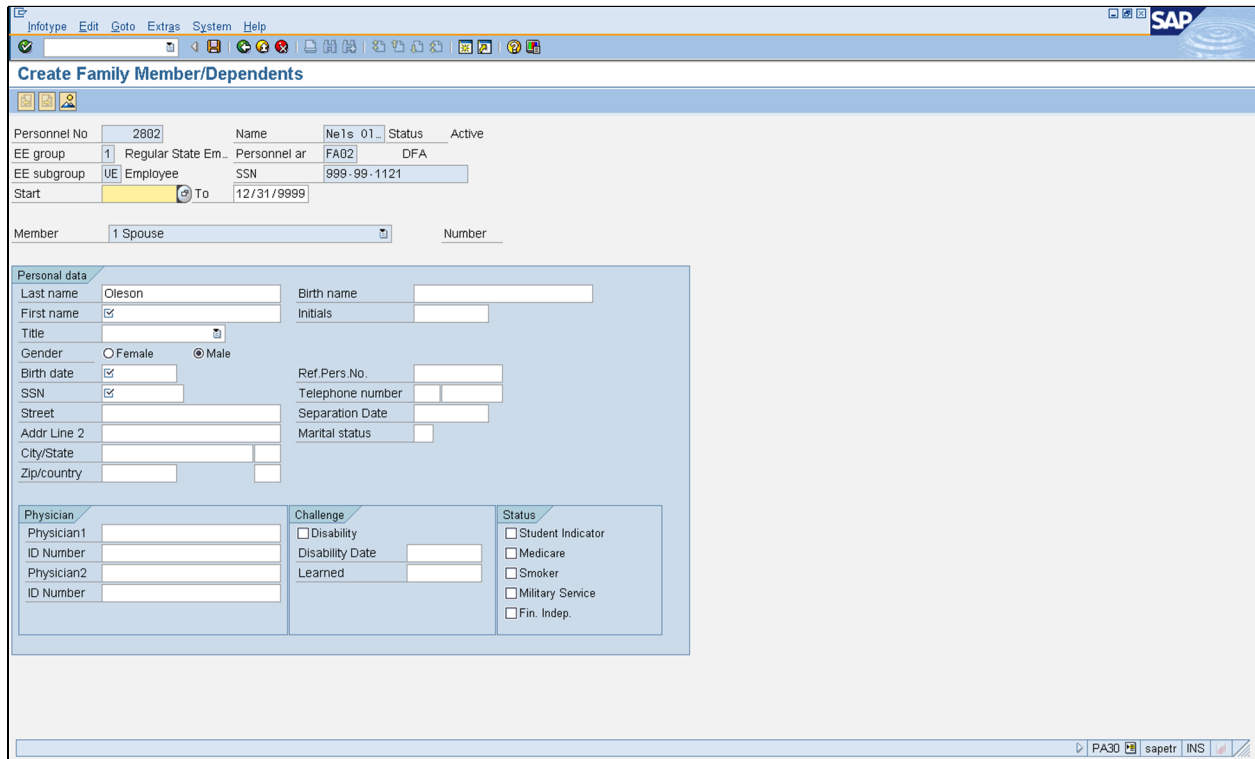
STyp	Name
1	Spouse
10	Divorced spouse
11	Father
12	Mother
13	Domestic partner
14	Domestic partner's child
15	Newborn
16	Stepson
17	Stepdaughter
2	Child
3	Court Appointed
4	Adopted Child
5	Guardian
6	Stepchild
7	Emergency contact
8	Related persons
9	Other

17 Entries found

8.   Double-click type of dependent to be added to the employee's benefits.

Create Family Member/Dependents

9. As required, complete/review the following fields:

Field	R/O/C	Description
Start	Required	Enter the 1st of the month in which benefits will be effective. **Example:** 08/01/2010
First name	Required	Enter the dependent's first name. **Note:** If the dependent's last name is different from the employee's last name, delete and enter the correct last name. **Example:** Harriet
Birth date	Required	Enter the dependent's date of birth. **Example:** 11/04/55
SSN	Required	Enter the dependent's social security number. **Example:** 999-20-2121

10. Click Save 🖫.

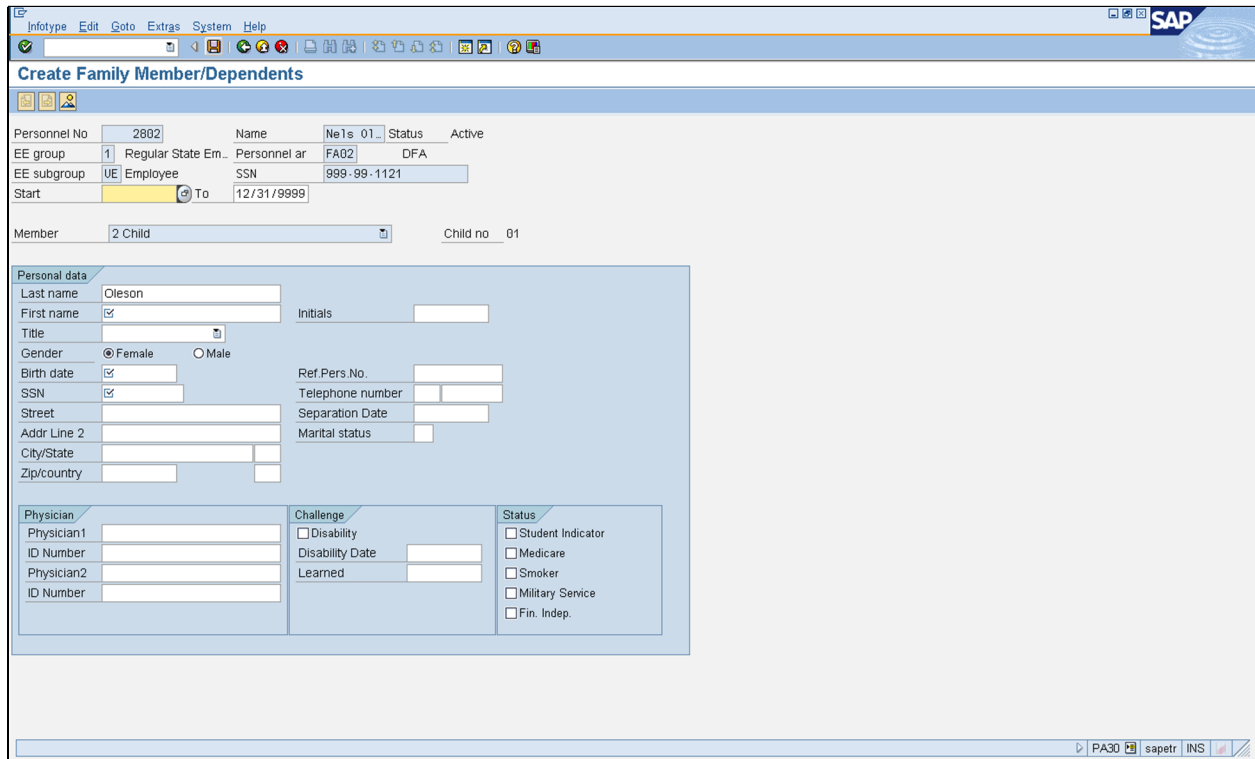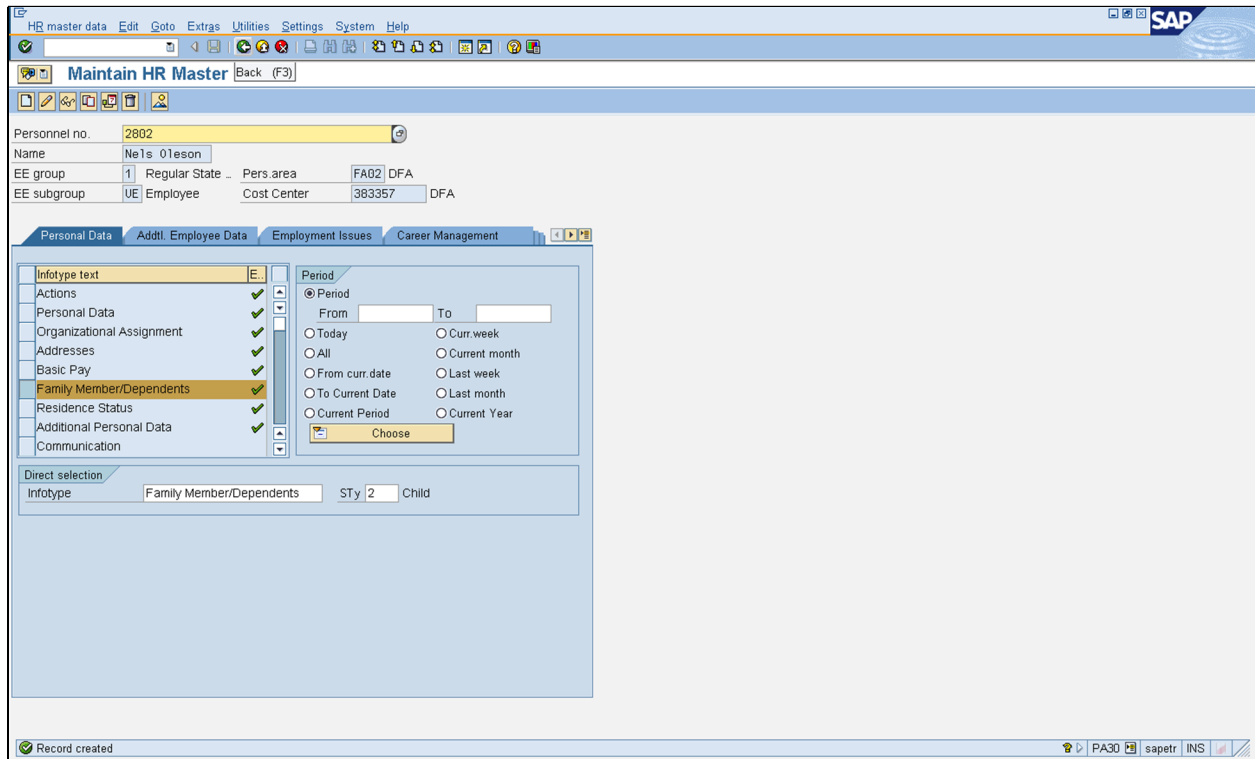**Maintain HR Master Data**

11.   Hightlight **Family Member/Dependents** and click **Create**

12.   Click type of dependent to be added to the employee's benefits.

Subtypes for infotype "Family Member/Dependents" (1)   17 Entries found

STyp	Name
1	Spouse
10	Divorced spouse
11	Father
12	Mother
13	Domestic partner
14	Domestic partner's child
15	Newborn
16	Stepson
17	Stepdaughter
2	Child
3	Court Appointed
4	Adopted Child
5	Guardian
6	Stepchild
7	Emergency contact
8	Related persons
9	Other

17 Entries found

13.   Click **Copy** ✔.

Create Family Member/Dependents
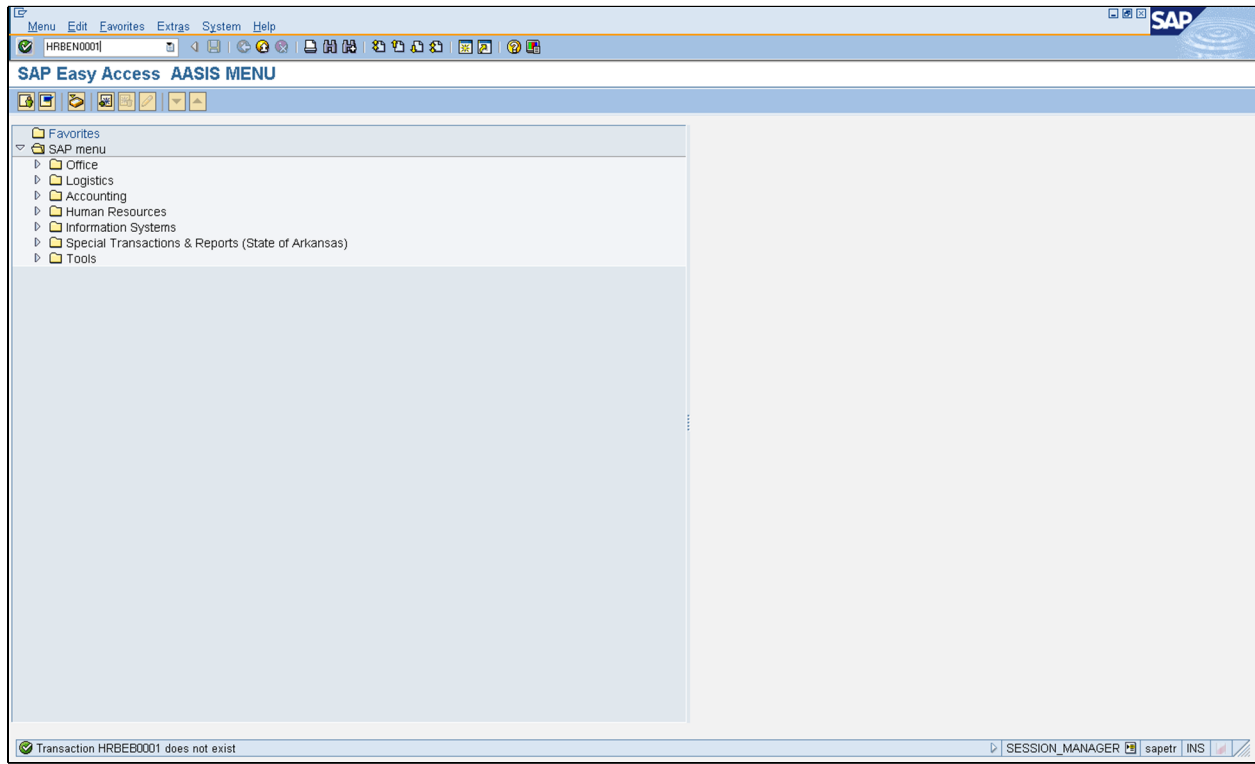

14. As required, complete/review the following fields:

Field	R/O/C	Description
Start	Required	Enter the 1st of the month in which benefits will be effective. **Example:** 08/01/2010
First name	Required	Enter the dependent's first name. **Note:** If the dependent's last name is different from the employee's last name, delete and enter the correct last name. **Example:** Nellie
Birth date	Required	Enter the dependent's date of birth. **Example:** 06/24/1993
SSN	Required	Enter the dependent's social security number. **Example:** 897-12-3456

15. Click Save 🖫.

Maintain HR Master Data

16. Click Back 🔙 to continue.

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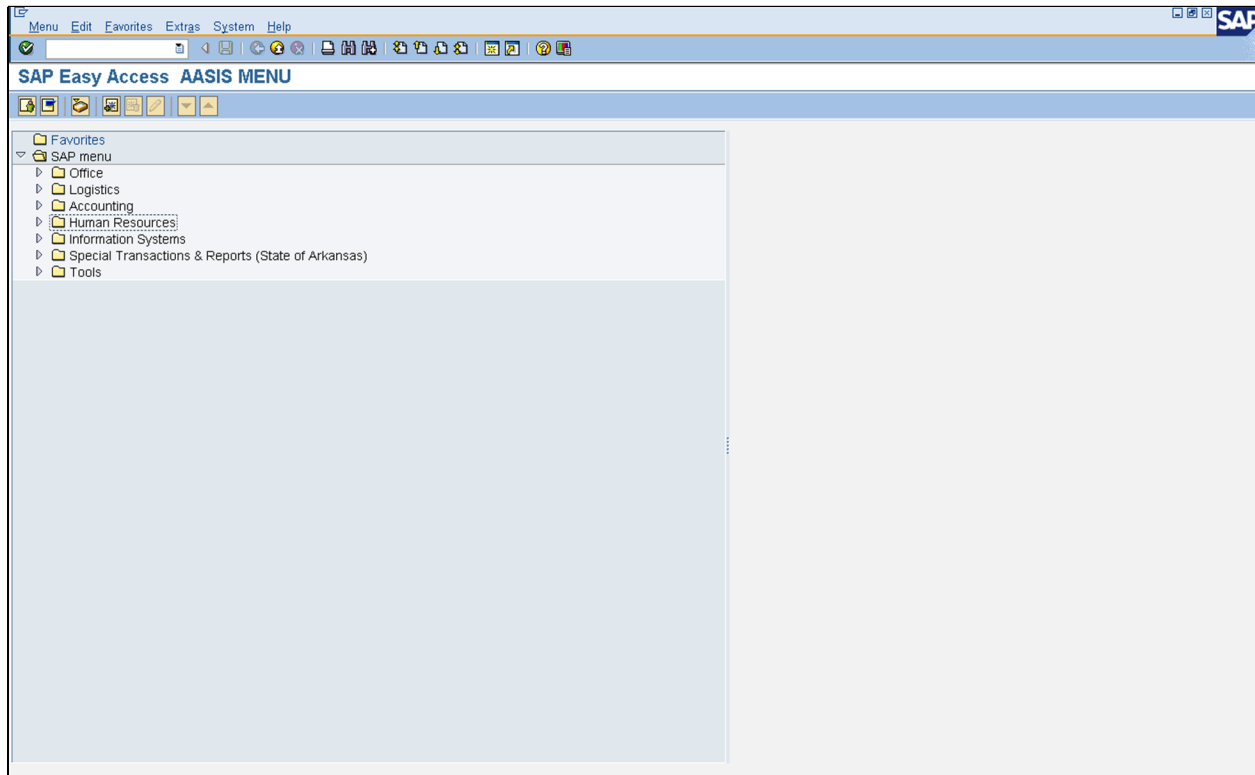
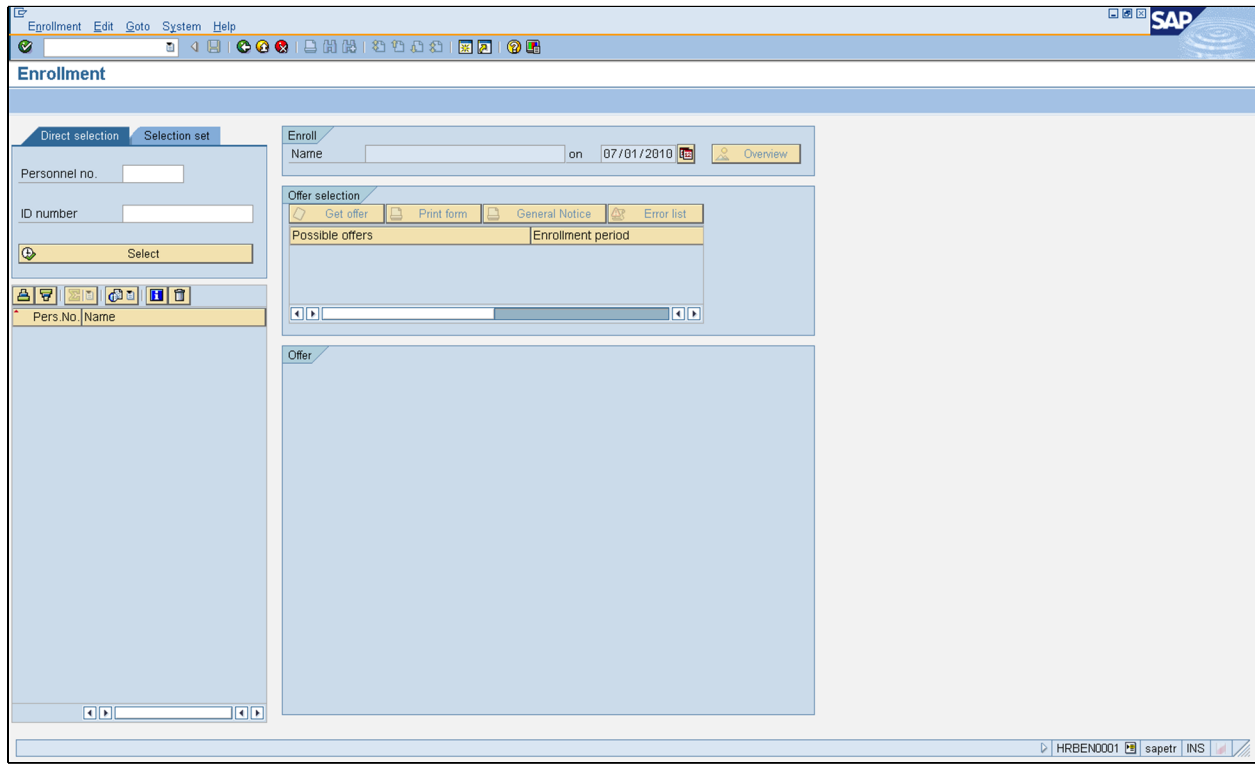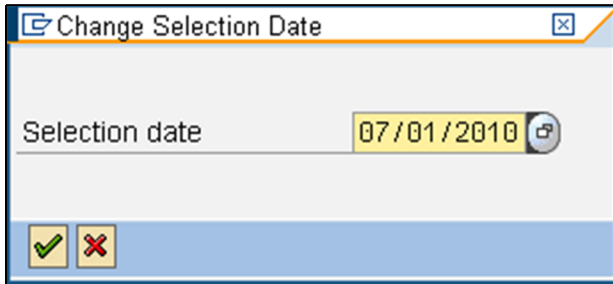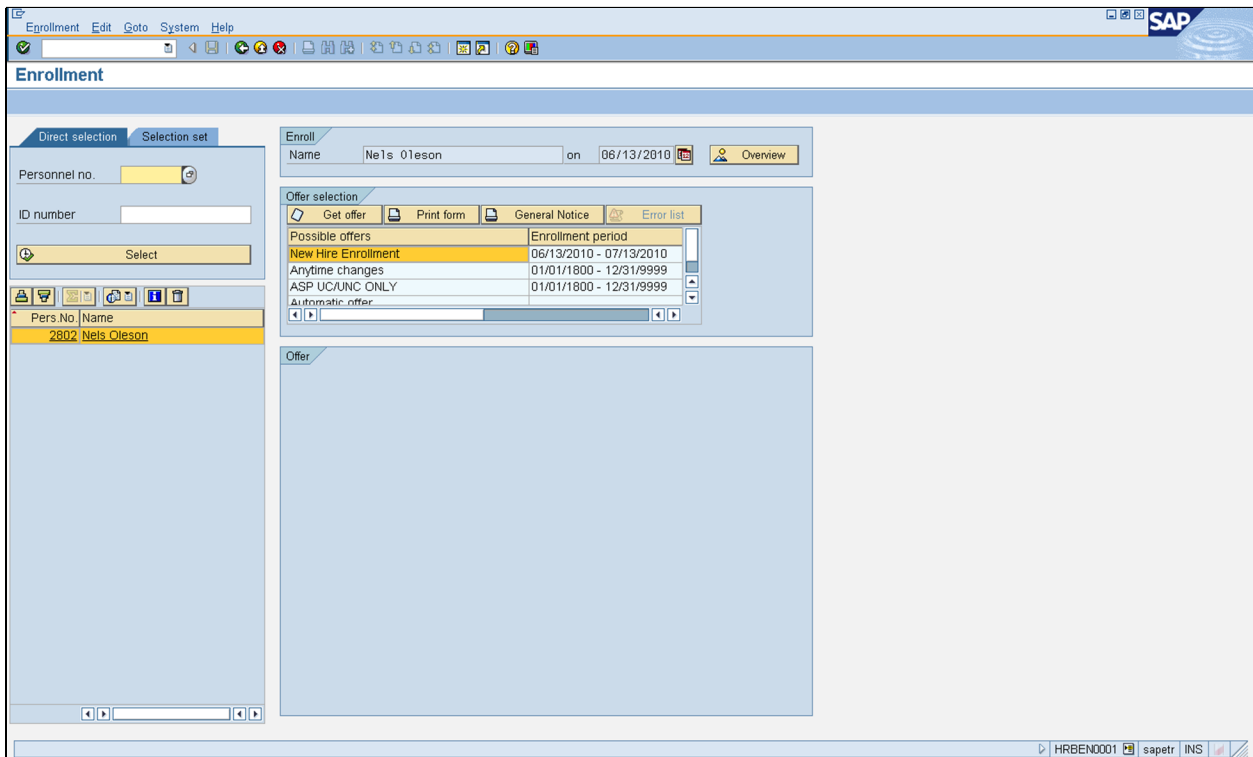
17. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter **Enrollment** transaction code. **Example:** HRBEN0001

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18.   Click **Enter** ☑.

Enrollment

19. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter the employee's personnel number. **Example:** 2802

20. Click Enter ![icon].

21. Click **Change date** ![icon].

Change Selection Date

22. As required, complete/review the following fields:

Field	R/O/C	Description
Selection date	Required	Enter the employee's hire date. **Example:** 06/13/2010

23. Click **Continue** ✅.

Enrollment

24. Double-click under *Possible offers* text box New Hire Enrollment to select a plan.

Enrollment

25. Click the employee's desired health plan.

Maintain Health Plan

26. Click Dependents tab [Dependents].

Maintain Health Plan

Maintain Health Plan	☒

Pers.No.   **2802** Nels Oleson

Plan   ARHealth · NovaSys ASE

Start   08/01/2010 · 12/31/9999

☐ Stop participation in period

Option | **Dependents**

Select.	Name	Type of dep./ben.
☐	Harriet Oleson	Spouse
☐	Nellie Oleson	Child

⊕ Accept ✖

27. Click to select the 1st dependent. ☐ .

28. Click to select any additional dependents. ☐ .

29. Click Option tab   Option .

Maintain Health Plan

Maintain Health Plan	☒

Pers.No.   2802 Nels Oleson

Plan   ARHealth · NovaSys ASE

Start   08/01/2010 · 12/31/9999

☐ Stop participation in period

Option | Dependents

Plan options

Health Plan Opt   OPT1 Standard ASE 1

Dependent Cover   EC1 Emp + Child(ren) 1

Costs USD Monthly

Employee   194.54   ☑ Deductions Pre-

Employer   0.00

⊕ Accept   ✖

30. Click Dependent Cover drop-down box.

Maintain Health Plan

31. Click the coverage appropriate for the employee's dependent coverage.

32. Click **Accept** 🕒 Accept .

Enrollment

33. Click the employee's additional desired benefit plans for which the dependents are to be added.

Maintain Insurance Plan

```
Maintain Insurance Plan                                          ⊠

Pers.No.        2802  Nels Oleson
Plan      MN Basic Life and AD&D   ASE
Start     08/01/2010  -  12/31/9999


☐ Stop participation in period


  ⎧ Coverage ⎫

    Insurance option and coverage
    Insurance Optio    BL01 Basic EE Life Coverage        ▤
    Basic Coverage              10,000.00  USD
    Additional Unit          0 X              0.00 USD
    Insurance Cover             10,000.00   USD


    Costs USD Monthly
    EE post-tax                      0.00
    Employer                         0.00



  ⊕ Accept   ✖
```

34.   Click **Accept** ⊕ Accept .

Enrollment

35.   Click **Enroll** [Enroll button] .

Confirmation of Selected Actions

Confirmation of Selected Actions				☒
List of Plans				
Activity	Plan	From	To	
Create	ARHealth - NovaSys ASE	08/01/2010	12/31/9999	
Create	MN Basic Life and AD&D ASE	08/01/2010	12/31/9999	

Enroll   Cancel

36. Click **Enroll** Enroll to complete the process.

Desktop

Enrollment	☒
ℹ️ Enrollment completed successfully	

Continue   Confirmation

37. Select **Confirmation** to print a copy of the employee's elected benefits. Click

Continue Continue to complete the process.

Next Steps

Employees should receive a copy of their Confirmation letter within 30 days of enrollment to ensure all plans are correct.

To print a Confirmation letter displaying the employee's catch-up amounts for health and/or life plans, go to transaction **HRBEN0015**.

Summary

You have successfully completed a New Hire with dependents.